

# **JEFFERSON, URIAN, DOANE & STERNER, P.A.**

## **SEAFORD SCHOOL DISTRICT**

### **INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES**

**JUNE 30, 2008**

**FIELDWORK END DATE: SEPTEMBER 9, 2008**

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## Independent Accountant's Report on Applying Agreed-Upon Procedures

Dr. Russell H. Knorr  
Superintendent  
Seaford School District  
390 North Market Street, Extended  
Seaford, Delaware 19973

The Honorable Valerie A. Woodruff  
Secretary, Department of Education  
Townsend Building, Suite 2  
401 Federal Street  
Dover, Delaware 19901

We have performed the procedures enumerated below, which were agreed to by Seaford School District; the Office of Auditor of Accounts; and the State of Delaware Department of Education, solely to assist the specified parties in evaluating the School District's compliance with criteria from the State of Delaware Capital Asset Policy Manual, the State of Delaware Department of Education School Construction Technical Assistance Manual, the Delaware Code, and the State of Delaware Budget and Accounting Policy Manual relative to the school construction projects administered by the School District for the year ended June 30, 2008. Seaford School District's management is responsible for compliance with those requirements. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* (2007) issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Determine if the School District's policies and procedures for identifying, tracking, and recording capital assets are adequate.

There are no findings upon completion of Seaford School District's construction program and project checklists.

2. Determine whether the School District's construction project records and files (current and prior fiscal years) are accurate.

There are no findings upon completion of Seaford School District's construction program and project checklists.

3. Determine if expenditures are accurately stated and are made in accordance with the State Capital Asset Policy Manual and the intent of the project scope mandated by the General Assembly, the Department of Education, and the Local Board of Education.

There are no findings upon completion of Seaford School District's construction program and project checklists.

4. Determine whether the School District's construction project records and files include only active construction projects as of June 30, 2008. Ensure that completed projects have been appropriately closed out of construction and added to the State Fixed Asset system.

There are no findings upon completion of Seaford School District's construction program and project checklists.

5. Prepare the School District's Schedule of Construction Projects for Fiscal Year 2008.

*See Appendix C.*

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on compliance. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Seaford School District management and Board Members, the Auditor of Accounts, and the State of Delaware Department of Education, and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited. This report, as required by statute, was provided to the Office of the Governor, Office of the Controller General, Office of the Attorney General, Office of Management and Budget, Department of Finance, the State Treasurer's Office, and the Office of Auditor of Accounts.

*Jefferson, Urian, Doane & Sterner, P.A.*

Georgetown, Delaware  
September 9, 2008

# SCHEDULE OF CONSTRUCTION PROJECTS

APPENDIX C

Project Name	Fiscal Year	Original Funding Amount	De-auth Funding Amount	Total Project Funding to Date	Expended Current FY	Expended Prior FY's	Total Project Expended to Date	Total Unspent as of 06/30/08
Seaford High School Renovation	1997	\$ 4,890,300	\$ 115,700	\$ 5,006,000	\$ 42,442	\$ 4,770,287	\$ 4,812,729	\$ 193,271
	2000	172,000	2,200	174,200	-	174,200	174,200	-
	2001	2,455,200	-	2,455,200	-	2,455,200	2,455,200	-
Seaford Middle School Renovation	1997	3,319,400	14,300	3,333,700	633	3,305,918	3,306,551	27,149
	1998	1,277,300	(3,998)	1,273,302	-	1,272,174	1,272,174	1,128
	2000	4,171,900	52,800	4,224,700	-	4,224,700	4,224,700	-
Frederick Douglas Elementary	2006	542,100	16,000	558,100	26,364	506,383	532,747	25,353
Central Elementary Renovation	2006	953,000	49,000	1,002,000	116,684	860,980	977,664	24,336
W. Seaford Elementary Addition	2006	1,416,400	104,000	1,520,400	83,729	1,407,123	1,490,852	29,548
Seaford High School Renovation	2006	2,067,700	(200,000)	1,867,700	37,073	1,646,765	1,683,838	183,862
Seaford Middle School Addition	2006	2,343,500	206,000	2,549,500	200,322	2,339,572	2,539,894	9,606

# SCHEDULE OF CONSTRUCTION PROJECTS - CONTINUED

APPENDIX C

Project Name	Fiscal Year	Original Funding Amount	De-auth Funding Amount	Total Project Funding to Date	Expended Current FY	Expended Prior FY's	Total Project Expended to Date	Total Unspent as of 06/30/08
Seaford Middle School Addition (Market Pressure \$)	2007	\$ 183,013	\$ -	\$ 183,013	\$ 86,301	\$ 92,877	\$ 179,178	\$ 3,835
Blades Elementary Addition	2006	1,387,300	(175,000)	1,212,300	(56,744)	1,242,821	1,186,077	26,223
Blades Elementary Addition (Market Pressure \$)	2007	108,340	-	108,340	88,568	15,326	103,894	4,446
<b>Totals</b>		\$ 25,287,453	\$ 181,002	\$ 25,468,455	\$ 625,372	\$ 24,314,326	\$ 24,939,698	\$ 528,757

Note 1 - Total project funding to date for Seaford High School Renovation of \$ 5,006,000 includes in total, the original bond authorization for fiscal year 1997 of \$ 4,890,300 and \$ 115,700 received as part of a litigation settlement in fiscal year 2008.

Note 2 - Total project funding to date for Seaford Middle School Renovation of \$ 3,333,700 includes in total, the original bond authorization for fiscal year 1997 of \$ 3,319,400 and \$ 14,300 received as part of a litigation settlement in fiscal year 2008.

Note 3 - The expended current year balance of \$ (56,744) for Blades Elementary Addition is the result of an expenditure correction to transfer funds from Blades Elementary Addition market pressure totaling \$ 87,563. The net total current year expenditures for the Blades Elementary Addition project is \$ 31,824.

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# DISTRIBUTION OF REPORT

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Copies of Seaford School District's Agreed-upon Procedures Attestation Engagement will be distributed by the Office of the Auditor of Accounts to the following public officials:

Executive Branch

The Honorable Ruth Ann Minner, Governor, State of Delaware  
The Honorable Richard S. Cordrey, Secretary, Department of Finance  
Mr. Michael S. Jackson, Acting Director, Office of Management and Budget  
The Honorable Valerie A. Woodruff, Secretary, Department of Education  
Ms. Trisha Neely, Director, Division of Accounting  
Mr. R. Thomas Wagner, State Auditor, Office of the Auditor of Accounts

Legislative Branch

The Honorable Russell T. Larson, Controller General, Office of Controller General

Other Elective Offices

The Honorable Joseph Biden, III, Attorney General, Office of the Attorney General  
The Honorable Jack Markell, Treasurer, State Treasurer's Office

Other

Ms. Dorcell S. Spence, Associate Secretary - Finance and Administrative Services Branch, Department of Education  
Dr. Russell H. Knorr, Superintendent, Seaford School District